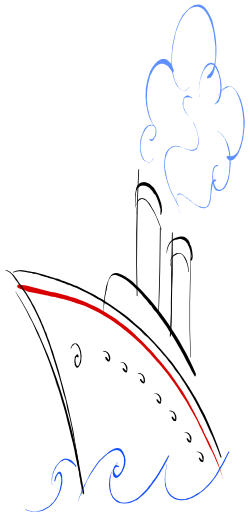
GPC & Form 9 Purchases

Shipping Procedures



Overview

- When to Use DD Form 1149
- ECONS Information Needed by TMF
- TMF Responsibilities
- Decision Making Flowchart
- Option 1: Manual DD 1149 Process
- Option 2: Web-based DD 1149 Process
- Option 3: Virtual Vendor Process
- Port Addresses
- Conclusion

When to use the DD Form 1149

- Use the DD 1149 only when shipments are being routed through the sea port (SPOD) at Norfolk, VA; New Cumberland, PA; or the Aerial Port (APOD) at Dover AFB, DE.
  - Inform the vendor what port is used at the time of ordering.

- The aerial port is reserved for mission essential cargo and requires a “Mission Impact” letter signed by your squadron CC.
  - Air shipments need to be cleared through your unit Resource Advisor prior to charging unit TAC code for air movement.

- Do not generate DD 1149 when shipping cost (door-to-door) is included in the contract. This means it will NOT go through the APOD or SPOD.

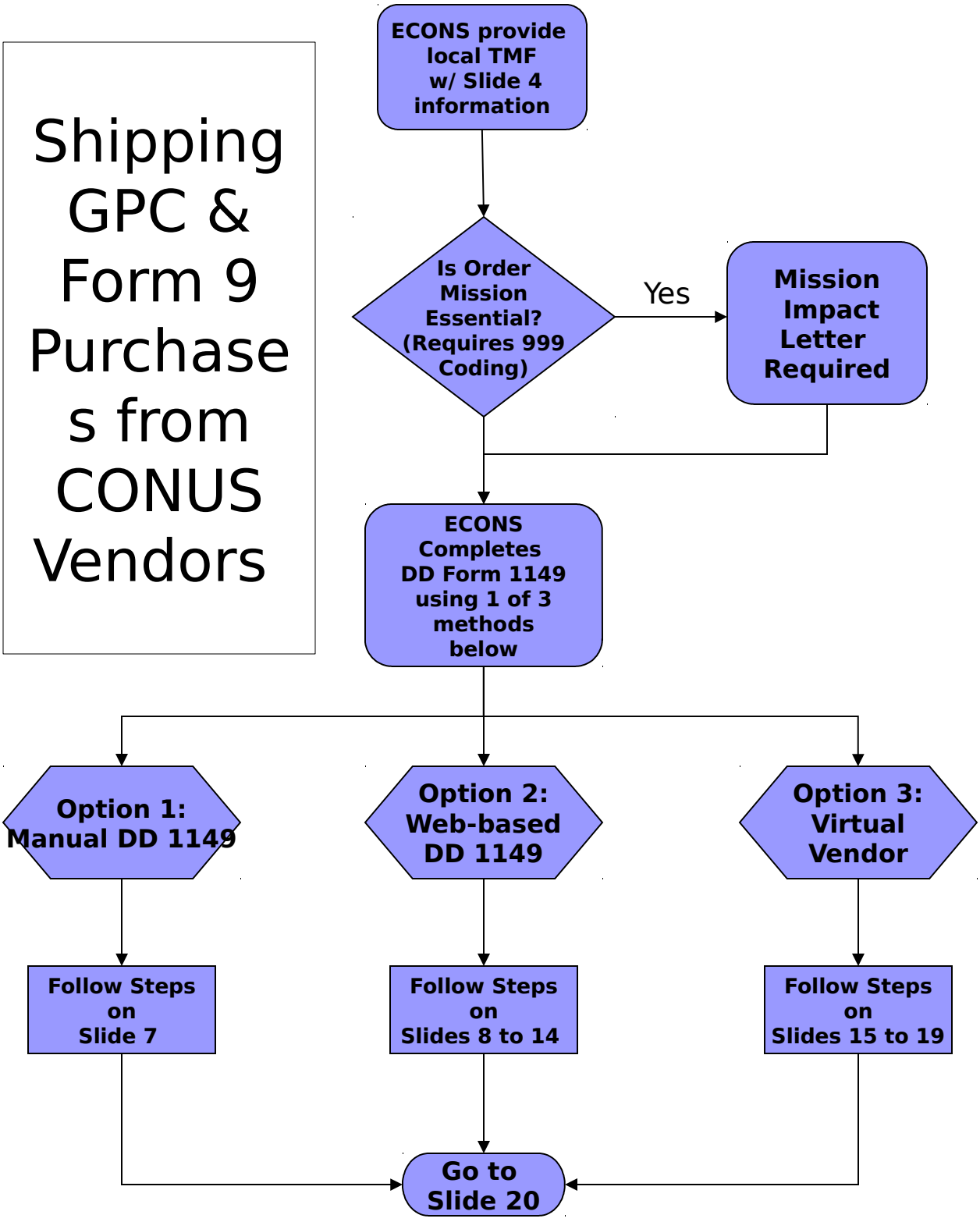
ECONS Information Needed by TMF

- Description/commodity
- Dimensions of cargo to be shipped
  - Pieces, weight, cube
  - NOTE: Shipments over 10,000 pounds will go via sealift
- Any special handling requirements
  - Ex. hazardous, classified, over-sized cargo
- Take all of the above to your local TMF

TMF’s Responsibility

- TMF will process documents (DD 1149, MSL, ATCMD) for shipment and provide copies to ECONS or provide technical assistance if ECONS is using Virtual Vendor.
- Fax ATCMD to SPOD or APOD
- Suspense DD1149 in inbound files
- Trace if shipment is not received by RDD

Shipping GPC & Form 9 Purchases from CONUS Vendors


ECONS provide local TMF w/ Slide 4 information
Is Order Mission Essential? (Requires 999 Coding)
Yes
Mission Impact Letter Required
ECONS Completes DD Form 1149 using 1 of 3 methods below
Option 1: Manual DD 1149
Option 2: Web-based DD 1149
Option 3: Virtual Vendor
Follow Steps on Slide 7
Follow Steps on Slides 8 to 14
Follow Steps on Slides 15 to 19
Go to Slide 20

Option 1: Manual DD 1149

- ECONS reports to local TMF with information
  listed in Slide 4
- TMF will process documents (DD 1149, MSL, TCMD) for shipment and provide copies to ECONS
- ECONS must provide copies of all the documents to the vendor

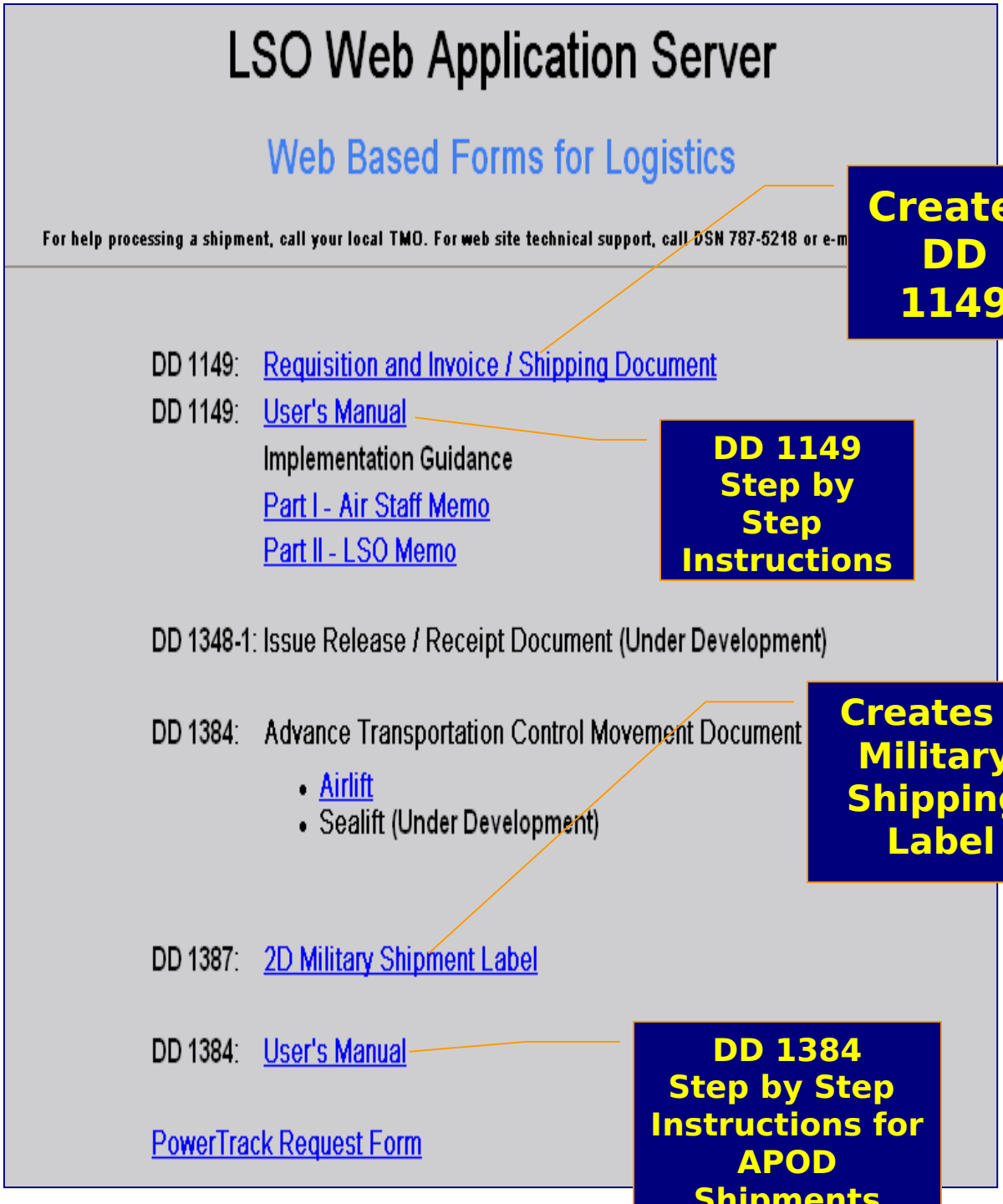
Proceed to Slide 20

Option 2: Web-based DD Form 1149

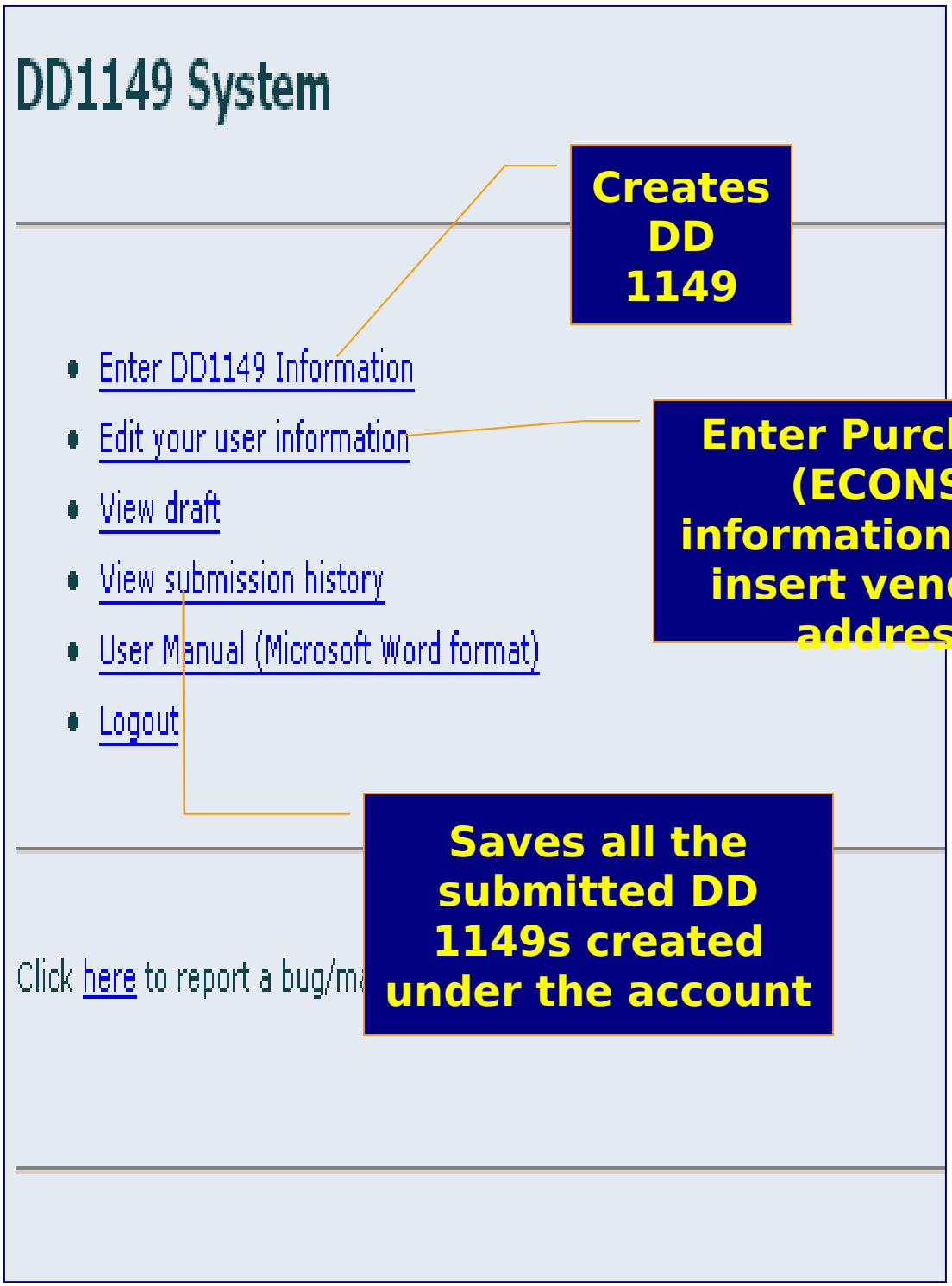
- **Complete the DD 1149 at: https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/LG/LSO/lol/ (Click on Logistics Web Forms) Example of logon screen next slide.**
- **First time users must create an account. After account is created email address is used as login.**
- **Once the DD 1149 has been completed, email to contracting rep**
- **TMF will print and suspense a copy for tracking and notification purposes. Once the shipment arrives, TMF will to contact the unit POC for pick up.**
- **VERY IMPORTANT: As soon as you receive copies of the DD 1149 and MSL, you need to print, fax, scan or mail them to the vendor. These forms cannot be emailed directly unless copied into another program.**
- **DISPOSITION: One copy will be placed inside the shipment and one in a packing list outside. It is important that SPOD has access to the TCN and the ultimate consignee information that the DD 1149 provides. If the DD 1149 cannot get to the vendor in time then the TCN and the ultimate consignee information will need to be listed on the vendor's invoice.**

Option 2…(cont.)

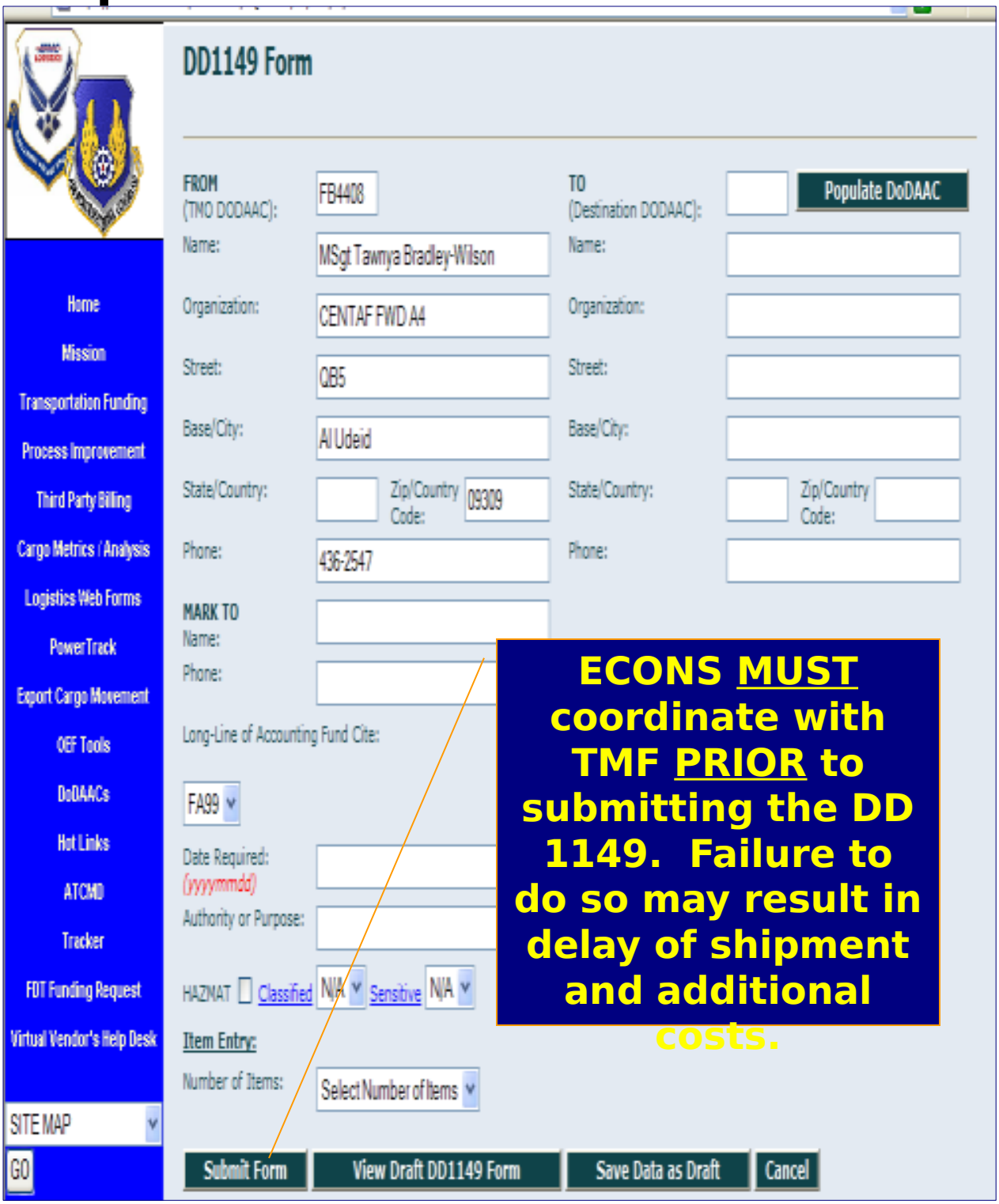
Option 2…(cont.)


LSO Web Application Server
Web Based Forms for Logistics
For help processing a shipment, call your local TMO. For web site technical support, call DSN 787-5218 or e-m
DD 1149: Requisition and Invoice / Shipping Document
DD 1149: User's Manual
Implementation Guidance
Part I - Air Staff Memo
Part II - LSO Memo
DD 1348-1: Issue Release / Receipt Document (Under Development)
DD 1384: Advance Transportation Control Movement Document
Airlift
Sealift (Under Development)
DD 1387: 2D Military Shipment Label
DD 1384: User's Manual
PowerTrack Request Form
Creates DD 1149
DD 1149 Step by Step Instructions
Creates a Military Shipping Label
DD 1384 Step by Step Instructions for APOD Shipments

Option 2…(cont.)


DD1149 System
Enter DD1149 Information
Edit your user information
View draft
View submission history
User Manual (Microsoft Word format)
Logout
Click here to report a bug/m
Creates DD 1149
Enter Purchaser (ECONS) information. Also insert vendor's address
Saves all the submitted DD 1149s created under the account

Option 2…(cont.)



Option 2…(cont.)

Example of a Web-based generated DD1149

REQUISITION AND INVOICE/SHIPPING DOCUMENT

Form Approved
OMB No. 0704-0246
Expires Jan 31, 2003

The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0246), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

1. FROM (Include ZIP Code)	SHEET NO	NO. OF SHEETS	5. REQUISITION DATE
CENTAF FWD A4 QB5 Al Udeid, 09309	1	1	20060303

7. DATE MATERIAL REQUIRED (YYYYMMDD)
20060901

2. TO (Include ZIP Code)
SHIP TO: W26N14
DDSP NEW CUMBERLAND FACILITY
BLDG 2001 CCP DOOR 135 THRU 168
NEW CUMBERLAND, PA 17070-5001

9. AUTHORITY OR PURPOSE
GYM EQUIPMENT FOR FITNESS CE

10. SIGNATURE

3. SHIP TO - MARK FOR

12. DATE SHIPPED (YYYYMMDD)

CENT F F D 44 6-2547

13. MODE OF SHIPMENT

14. BILL OF LADING NUMBER

15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.

4. APPROPRIATIONS DATA — AMOUNT

FA99

ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION AND CODING OF MATERIAL AND/OR SERVICES (b)	UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CONTAINER (f)	CONTAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)
1.	000-0000-000-00 TREADMILL	EA	1		BX		$3,200.00	$3,200.00
	This shipment does not contain any classified, sensitive, protective or hazardous materiel.							

18. RECAPITULATION OF SHIPMENT	ISSUED BY	TOTAL CONTAINERS	TYPE CONTAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE
	CHECKED BY					
	PACKED BY					

Option 2…(cont.)

- ECONS reports to local TMF with information

  DD Form 1149

- TMF will process documents (DD 1149, MSL, TCMD) for shipment and provide copies to ECONS

- ECONS must provide copies of all the documents to the vendor

Proceed to Slide 20

Option 3: Virtual Vendor

IAW AFI 64-117, Para 2.5, ECONS personnel MUST contact their local TMF prior to using V.V. Failure to do so may result in delay or loss of shipment and additional costs.

- Virtual vendor is another option available at Virtual Vendor Website: http://www.pats.wpafb.af.mil/VV/index.cfm
- **Cardholder MUST get assistance from their TMF to obtain TCN and ensure proper TAC and APOE/APOD/SPOD and review of other shipping information**
- Once the cardholder logs into Virtual Vender they will be prompted to complete a one time registration and the cardholder will then complete a worksheet with information pertaining to a particular order
- When placing the order with the vendor, the cardholder needs to obtain a current vendor email address so that subsequent shipping information can be sent to the vendor.
- It is important that the cardholder provide an email address for both themselves and the vendor
- Virtual Vendor Help Desk will automatically send an email to the vendor asking for pieces, weight and cube of the items being purchased

Option 3: VV... (cont.)

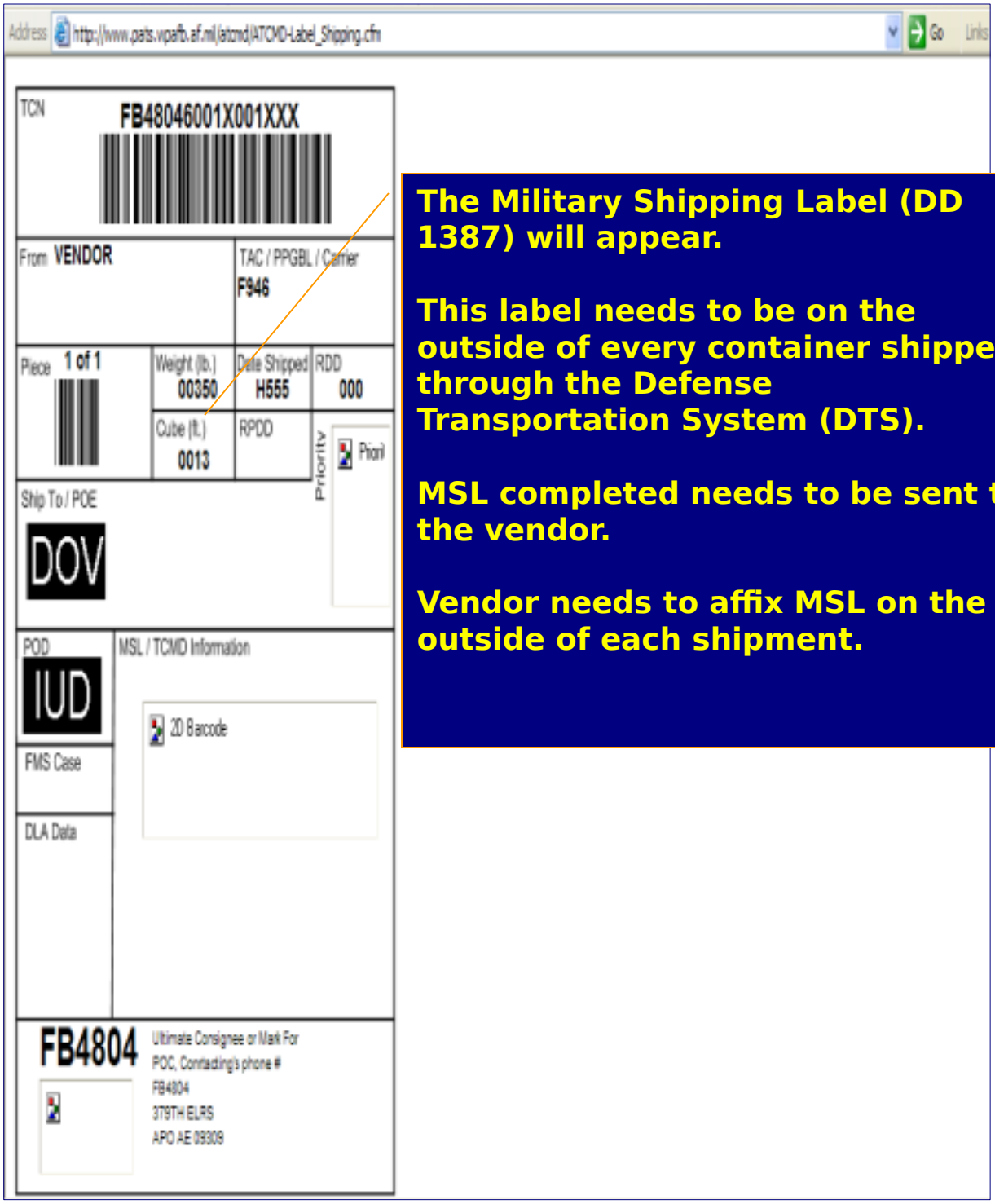
- When all the shipment information is obtained, Virtual Vendor will automatically send an email with 2D bar-coded Military Shipping Labels to the vendor for placement on the items to be shipped
- The vendor's email address should be an account which is accessed often because Virtual Vendor will use these addresses to notify both cardholder and vendor of shipment information
- After the worksheet is completed the cardholder clicks the submit button and information is processed through Virtual Vendor
- ACA and the cardholder are notified via email of a new shipment

ECONS MUST coordinate with TMF PRIOR to submitting the DD 1149. Failure to do so may result in delay of shipment and additional costs.

Option 3: VV… (cont.)

- The MSL is required along with the DD 1149.
- To print MSL go to h ttps://www.afmc-mil.wpafb.af.mil/HQ-MC/LG/LSO/lol
- On the left select ATCMD.
- This screen is also used to advance shipments through the Air Clearance Authority.

Option 3 VV…(cont.)
Military Shipping Label



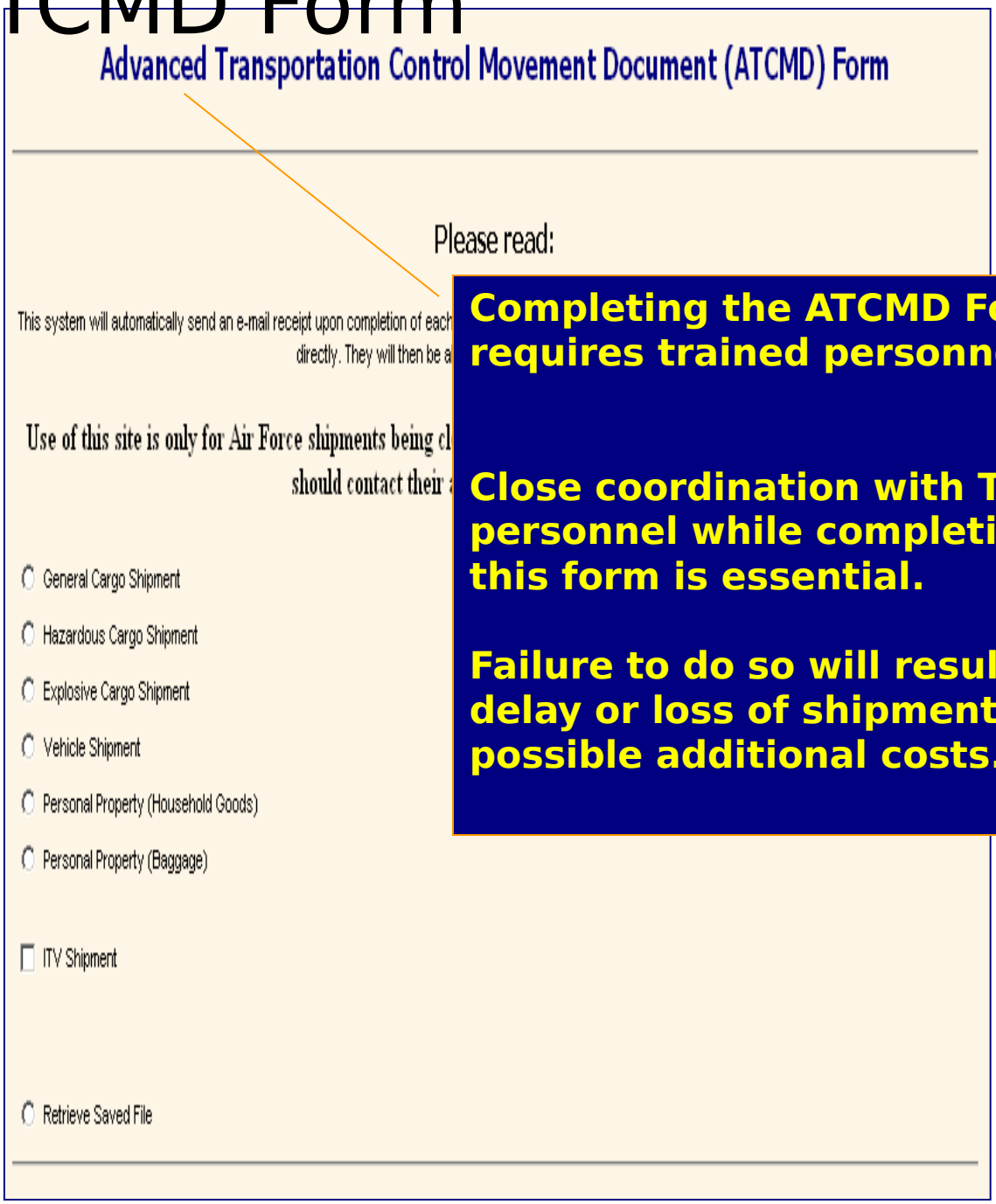
The Military Shipping Label (DD 1387) will appear.

This label needs to be on the outside of every container shipped through the Defense Transportation System (DTS).

MSL completed needs to be sent to the vendor.

Vendor needs to affix MSL on the outside of each shipment.

Option 3: VV… (cont.)
ATCMD Form


Advanced Transportation Control Movement Document (ATCMD) Form
Please read:
This system will automatically send an e-mail receipt upon completion of each
directly. They will then be a
Use of this site is only for Air Force shipments being cl
should contact their
General Cargo Shipment
Hazardous Cargo Shipment
Explosive Cargo Shipment
Vehicle Shipment
Personal Property (Household Goods)
Personal Property (Baggage)
ITV Shipment
Retrieve Saved File

Completing the ATCMD Form requires trained personnel.

Close coordination with TMF personnel while completing this form is essential.

Failure to do so will result in delay or loss of shipment and possible additional costs.

Port Addresses

- **WATER PORT: (shipments under 10,000 lbs)**

  W25N14 CCP DDSP
  New Cumberland Facility
  Bldg 2001 Dr 135-168
  New Cumberland, Pa 23709-5000
  DSN: 462-4894

- **AERIAL PORT: (mission essential)**

  FB4497 436 APS/TRT
  505 Atlantic St
  Dover AFB, DE 19902
  DSN: 837-4518

- **Base X:**

  FBXXXX ###th ELRS/LGRTC
  BLDG XXX
  Air Base Name, Country Zip Code

  DSN: 555-1234

Conclusion

- TMFs and ECONS have specific responsibilities when coordinating vendor shipments to the AOR
- There are three methods for arranging supplies for shipment from CONUS vendors to the AOR
- Close coordination between ECONS and TMF personnel is mandatory prior to arranging shipment of supplies
- Failure to follow the steps in this briefing will delay receipt of supplies